



SPECIAL EVENT PERMIT APPLICATION

City of Liberty Lake Recreation Services
22710 E. Country Vista Drive, Liberty Lake, WA 99019
Phone: (509) 755-6726 Fax: (509) 755-6713
Website: www.libertylakewa.gov

The City of Liberty Lake Ordinance No. 142 requires any person conducting a Special Event upon Public Property to obtain a Special Event Permit from the City. If you have any questions about this process, or about the permit application, please call (509) 755-6726.

Special Event Permits are required for the following activities:

1. Activities, functions, or events where fifteen (15) or more people are estimated to attend.
2. Parades
3. Runs (any organized procession or race consisting of people, bicycles, or other vehicular devices or combination thereof comprised of fifteen (15) or more persons upon the public street or sidewalk)
4. Street Dances
5. Other demonstrations, activities, or exhibitions on public property (display booths, etc)
6. Any event with amplified sound, or alcohol.

Exceptions:

1. Informal gatherings of people or family picnics
2. Practices for sporting events
3. Groups playing or recreating together
4. Other activities as determined by the Director

Insurance Requirements:

The City of Liberty Lake requires insurance for all Special Events, except display booths. Applicant must meet the following conditions.

1. Provide a certificate of insurance showing evidence of General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis.
2. Policy limit must be a combined single limit of one million dollars (\$1,000,000.00) per occurrence.
3. Policy must list the City of Liberty Lake as additional insured.
4. Liquor legal must be included in the policy for events where alcohol will be present.

Damage to City Facilities:

The City of Liberty Lake requires that any damage to municipal facilities will be promptly repaired at the user's expense. Damage or excess clean up will be billed to the user at actual replacement cost. There are NO EXCEPTIONS. The user hereby guarantees that the public property will be cleaned and returned to the condition in which it was found. If upon arrival, the user identifies a problem with the facility, please contact maintenance staff at (509) 755-6723 to report the issue.

All Special Event Permit Applications must be submitted to the City of Liberty Lake at least fifteen (15) days before the scheduled event date. The applicant will be notified in writing of approval or disapproval.

Application may be submitted in person, by fax, or mailed to City Hall.

City of Liberty Lake Recreation Services
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Fax: (509) 755-6726
Email: mgriffin@libertylakewa.gov



CITY OF LIBERTY LAKE RECREATION SERVICES SPECIAL EVENT PERMIT APPLICATION

22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

For Office Use Only

Received

Permit Number

Applicant Name: (must be 21+ years old)

Last:

First:

Company / Organization:

Mailing Address

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

Email Address

Event Information

Date Requested: _____

Time Requested: _____ to _____
(Includes setup/teardown)

Event Name: _____

Event Location: _____

Number of people expected: _____

Please provide us with a detailed description of your event: _____

Other Considerations

FOR SPECIAL EVENT ORGANIZERS ONLY:

Y N

Will alcohol be served at the event?

☐ ☐

A Banquet Permit is required. To obtain a permit, contact the WA State Liquor Control Board. Permits are \$10.

Will vendors be selling goods or services?

☐ ☐

Any vendors selling goods or services must be approved by the City, and obtain a Temporary Use Permit.

Will food be cooked or served during the event?

☐ ☐

A Food & Beverage Worker Permit may be required for larger events. To obtain a permit, contact the Spokane Regional Health District. Permits are \$10.

FOR DISPLAY BOOTHS ONLY:

Y N

Do you need access to electricity?

☐ ☐

Special arrangements must be made in advance with the event organizer for electrical access.

Do you need access to water?

☐ ☐

Special arrangements must be made in advance with the event organizer for water access.

What types of displays will you have? _____

Display Booths, Skip to the bottom of page 3 and sign

Please answer the following questions with as much detail as possible:

Will there be amplified sound? _____

Will there be a live performance/concert? _____

Please list any games/activities/drawings? _____

Will there be a dunk tank? (bounce castles/inflatables are prohibited) _____

Will you provide portable restrooms? _____

Is there adequate parking on site? _____

Will fencing of any type be used? _____

Will the sidewalk need to be accessed for setup/teardown? _____

Will private security be used? _____

Will any streets be closed? _____

Do you need access to electricity? _____

Do you need access to water? _____

Is there an admission charged for the event? _____

Other Considerations: _____

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval, further certifies that the special event shall comply with the requirements as defined in Ordinance 142.

Signature: _____

Date: _____

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- ☐ **APPLICATION FORM**
Submit completed application form with all signature blocks completed.
(Acceptance of the application does not guarantee approval of the Special Event Permit).
- ☐ **COPY OF INSURANCE CERTIFICATE**
- ☐ **COPY OF BANQUET PERMIT**
- ☐ **COPY OF FOOD HANDLERS PERMIT**
- ☐ **LIST OF PROPOSED VENDORS AND WHAT GOODS OR SERVICES THEY WILL BE SELLING**
- ☐ **SITE PLAN**
Including locations of assembly area, vendor booth locations, or route information
- ☐ **SECURITY AND TRAFFIC CONTROL PROVISIONS**
- ☐ **EMERGENCY MEDICAL PROVISIONS**
- ☐ **CLEAN UP PLAN**

I have reviewed the City of Liberty Lake Ordinances 115 & 142 and agree to abide by the terms listed. I understand that it is my responsibility to notify maintenance staff at 509-755-6723 if upon arrival I identify a problem with the facility. I guarantee that the public property will be cleaned and returned to the condition in which it was found. I understand that I will be billed, at actual replacement cost, for any damage or excess clean up. I agree to present any required permits and/or proof of insurance to the City at least 10 days prior to my event, and post required permits at my event. I hereby make application to the City of Liberty Lake for use of City facilities/property and certify the information given in this application and supporting material is correct. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: _____

Date: _____

For Office Use Only:

APPROVED	
Date:	

DENIED	
Date:	

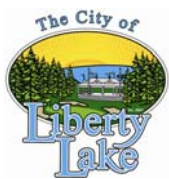
If denied, reason:

This Special Event Permit Application was reviewed by:

City Staff Signature: _____

Date: _____

(For Office Use Only)



CITY OF LIBERTY LAKE SPECIAL EVENT PERMIT

DATE RECEIVED: _____ RECEIVED BY: _____

APPLICANT NAME: _____

ADDRESS: _____

EVENT NAME: _____

	SUBMITTED				
INSURANCE REQUIRED?	YES	NO	YES____	NO	N/A
BANQUET PERMIT REQUIRED?	YES	NO	YES____	NO	N/A
FOOD HANDLERS PERMIT REQUIRED?	YES	NO	YES____	NO	N/A
LIST OF PROPOSED VENDORS REQUIRED?	YES	NO	YES____	NO	N/A
SITE PLAN REQUIRED?	YES	NO	YES____	NO	N/A
SECURITY AND TRAFFIC CONTROL PROVISIONS REQUIRED?	YES	NO	YES____	NO	N/A
EMERGENCY MEDICAL PROVISIONS REQUIRED?	YES	NO	YES____	NO	N/A
CLEAN UP PLAN REQUIRED?	YES	NO	YES____	NO	N/A

COMMENTS/CONDITIONS:

FILE NUMBER: _____ PERMIT VALID BEGINNING: _____ ENDING: _____

POST THE SPECIAL EVENT PERMIT AT THE LOCATION OF YOUR EVENT